

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NAF PD 101					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											Initials	
b. Department, Agency or Establishment					ED SPEC (CYP TEEN & SPORTS COORD)		NF		1702		03	
c. Second Level Review											SN	
d. First Level Review											10/9/08	
e. Recommended by Supervisor or Initiating Office					CYP TEEN & SPORTS Coordinator		NF		1702		03	
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY					c. Third Subdivision							
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND					d. Fourth Subdivision							
b. Second Subdivision					e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP							
a. Typed Name and Title of Immediate Supervisor					Signature Date							
Signature Date					Signature Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature Date					Signature Date							
23. Position Review					24. Remarks							
a. Employee (optional)					IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED							
b. Supervisor					25. Description of Major Duties and Responsibilities (See Attached)							
c. Classifier												

**Child and Youth Program (CYP) Coordinator
(Teen, Sports or both)
GS-1702-07 or NF-1702-03**

Introduction

This position is a Child and Youth Program (CYP) Coordinator (Teen, Sports or both). The purpose of the position is to plan, organize and provide a supervised social, recreational and educational program for youth ages 13-18 and/or to provide a supervised CYP fitness and sports program for youth 16-18 that meets the interests and needs of all children and youth. that meets the interests and needs of all children and youth.

Teen activities include, but are not limited to special events, open recreation, pre-teen and teen clubs, classes, trips, dances and other programs that meet the leisure needs of youth and teens. The fitness and sports program may include individual fitness and sports activities as well as group fitness and team sports. The fitness and sports program provides scheduled activities throughout the year that are designed to involve children in healthy, active programs that assist them in developing life-long healthy habits.

A CYP Teen/Sports Coordinator is assigned to a Youth Program but may work across the CYP. The incumbent works under the supervision of the Youth Director and is expected to operate with minimum supervision toward the overall objective of administering the CYP fitness and sports program and teen activities. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements. Note: this person can work in a small, medium or large YP – but may help out with CDC as well.

Major Duties and Responsibilities

The duties and responsibilities of the CYP Coordinator (Teen, Sports or Both) can be grouped into categories including programming, indoor/outdoor environment, interactions and relationships, supervision of children and youth, outreach, and compliance. These tasks are summarized below.

Programming

- Develops daily activity plans for the teen recreation program (ages 13-18) to include structured activities such as art, social games, music, drama, technology, and special projects that are inclusive of dependent youth of Department of Defense (DoD) military personnel living on and off the installation.
- Develops and offers programs related to the core program areas presented in the OPNAV and implements programs required by the Department of Navy (DoN) such as Boys and Girls Club of America (BGCA) or 4H required programs.
- Develops, organizes and conducts special interest activities such as trips, special events, dances and trips that may include parents and other family members.
- Develops a plan for and implements CYP fitness and sports activities based on the expressed and observed needs and interests of dependent children and youth of DoD military personnel living on and off the installation.

- Provides individual and group fitness and sports programs to include activities such as running, aerobic classes, tennis, golf, team sports, sports clinics, leagues and tournaments. Programs may be implemented at the Youth Program on base or coordinated with area programs that offer these programs, such as the local running club, YMCA, and Parks and Recreation.
- Recruits and conducts training seminars for coaches and officials as needed.
- Develops and submits a monthly calendar of all teen, fitness and sports activities and events for approval by the Youth Director.
- Involves youth and teens in the planning process to ensure the activities offered meet the social, recreational, fitness and sports needs and interests of the age groups served.
- Collaborates with other military installations in planning regional teen, fitness and sports activities, as applicable.
- Assists in establishing a system that ensures achievements of youth are recognized formally and informally.
- Collects information regarding actual and potential participant interests and needs and makes recommendations for improvement.
- Provides information to patrons about programs, policies, procedures, and fees.
- Maintains appropriate records and reports of participation, payments, and permission slips.

Indoor/Outdoor Environment

- Ensures space is available and adequate to meet all programming needs and is reflective of and inviting to youth and teens.
- Prepares the facility or outdoor space for scheduled activities and ensures all safety requirements are met prior to use of the area.
- Secures the necessary supplies and equipment to support the programs and activities offered and ensures that all equipment and supplies are age-appropriate and in good condition.
- Maintains control of indoor and outdoor equipment, games and supplies used for teen, fitness and sports programs.
- Ensures that all equipment and supplies are stored properly.
- Inventories supplies and equipment on a recurring basis and recommends replenishing those that are damaged, missing, or depleted.
- Reports any unsafe equipment and/or environmental discrepancy to supervisor and removes items if applicable.

Interactions and Relationships

- Establishes a program environment that sustains participant interest and promotes positive interactions between children, youth and adults. Ensures appropriate sportsman-like conduct is modeled by CYP employees, volunteer coaches and other adult participants (i.e., team parents and referees).
- Uses appropriate child and youth guidance techniques that encourages positive social interactions, promotes conflict resolution, and develops self-control, self-motivation and self-esteem.
- Interacts professionally with employees, parents, volunteers and local installation command personnel.

- Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards.
- Supervises teen, fitness and sports activities and enforces rules and regulations concerning dress, conduct, and equipment and game rules.

Outreach

- Publicizes upcoming teen, fitness and sports events and activities and ensures that opportunities offered in the community are communicated and shared with families.
- Visits locals housing areas to make contact with teens in order to encourage their participation in the teen program.
- Assists in the development of a youth sponsorship program to identify and integrate dependent youth of DoD military personnel who are new to the installation to include outreach, newcomer orientation, and peer-to-peer opportunities.
- Assists children and youth transferring into the area to locate the resources they need to continue pursuing their sports and fitness interests either on-base or through local resources.

Compliance

- Ensures compliance to all fire, safety and security rules and regulations.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Ensures the principles, administration, rules and regulations of the fitness and sports program are consistent with those of the National Association for Youth Sports (NAYS) or other recognized organization.

Additional Responsibilities

- In the absence of the Youth Director, incumbent may assume responsibilities and perform duties and requirements of the position under supervision of CYP Director with Oversight.
- Assists in preparation of grant applications for additional funding.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all DoN training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.
 OR

- A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate AND 2 years of full-time experience working with children and/or youth.
- OR
- A four-year degree or higher in these areas AND 1 year of full-time experience working with children and/or youth.
- A minimum of a 2-year degree is preferred.
- Knowledge of a variety of teen programming and fitness and sports activities for children and youth and the principles of NAYS.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Ability to lead, supervise, and interact with youth and teens.
- Possess maturity and judgment and be capable of handling emergency situations common to youth activities.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to maintain records and reports.
- Ability to safeguard and account for monies and equipment.
- Possess a driver's license.
- Ability to complete all DoN training requirements within specified timeframes, including orientation, initial, ongoing and annual training as prescribed.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the Youth Director who is available for assistance with problems of an unusual nature or issues that require major policy decisions. Incumbent is responsible for developing and implementing a teen program and a fitness and sports program based on the needs of the CYP. Incumbent is expected to operate independently with minimum supervision. Work is reviewed in terms of results, satisfaction and adherence to established standards and procedures.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for National Association for the Education of Young Children (NAEYC), National Afterschool Association (NAA); Boys and Girls Clubs of America (BGCA) standards, NAYS and all other applicable instructions and regulations. The incumbent assists in the implementation of program policies, regulations, standards, and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

The work includes numerous and unrelated processes and procedures concerning the wide variety of activities in teen programs and fitness and sports programs for children and youth. The teen, fitness and sports activities are conducted throughout the year. Teen activities may include special events, open recreation, pre-teen and teen clubs, classes, trips, dances and other programs that meet the leisure needs of youth and teens (ages 13-18). The fitness and sports activities may include individual fitness and sports activities as well as group fitness and team sports and leagues. Incumbent is responsible for ensuring the activities planned as part of the teen, fitness and sports programs are age appropriate and provide physical, emotional, cognitive and social development that meet the interests of dependent children and youth living on and off the installation. The work is particularly challenging due to the complex and changing interests and needs of this age group and the social, emotional, and other challenges often confronted by youth and teens.

Factor 5. Scope and Effect

This position supports the daily recreational interests and needs of teens (ages 13-18) and the fitness and sports needs and interests of children and youth. These programs foster physical, emotional, social, and cognitive development by providing safe and developmentally appropriate activities that promote a happy, healthy lifestyle, and meet the needs and interests of the participating children and youth. Positive effects of the program impact military families, communities and the command by involving children and youth in positive recreational and individual and group physical activities that help to deter youth drug and alcohol abuse, reduce vandalism, reduce the loneliness and stress related to relocation and deployment and develop a life-time of healthy habits.

Factor 6. Personal Contacts

Personal contacts are with the CYP Director(s), CYP Training Specialist(s), youth and their parents, employees, volunteers, coaches, referees, and base civilian and military personnel. The incumbent has other contacts with members of the general public, individually or in groups, members of national youth organizations, local school officials and representatives of local youth and sports/fitness organizations, and representatives of local civic volunteer groups.

Factor 7. Purpose of Contacts

Contacts are to facilitate the operation of the program, to ensure smooth implementation of programs and events, provide sports and fitness opportunities both on the installation and in the community, and gather new information related to teen programs as well as sports and fitness programs.

Factor 8. Physical Demands

The incumbent is required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include

driving a government vehicle while transporting children to and from activities). Most of the work is done in activity areas and outdoors, and the incumbent must be able to actively participate in the programs offered. The incumbent will be required to participate in field trips with a wide variety of activities such as trips to amusement parks, hiking, and canoeing.

Factor 9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of teen, fitness and sports activities, programs and services, such as exposure to disease and injuries from lifting. The indoor work area has adequate light, heat and ventilation. The incumbent may spend a significant amount of time outdoors exposed to the climate while visiting sport fields and sporting events and participating in a variety of field trips. May work an uncommon tour of duty to include evening and weekend work to accommodate teen, fitness and sports schedules.